

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES MEETING ROOM POLICY

(updated by KDLA Management Team 3/25/08)

MEETING ROOM PRIORITIZATION BY USER GROUP:

1. KDLA
2. KDLA Affiliated Organizations
3. Education Cabinet Agencies
4. Other Commonwealth of Kentucky State Agencies with approval from Commissioner of KDLA

DESCRIPTION OF AVAILABLE MEETING ROOMS

Meeting Rooms will be assigned by the KDLA Meeting Room Scheduler based on availability and the number of participants. The rooms that may be available for scheduling are listed below.

- | | |
|-----------------------------------|--------------------|
| 1. Activity Room | |
| Conference Style (u-shape) | 20 person capacity |
| Classroom Style (tables & chairs) | 45 person capacity |
| Theater Style (chairs) | 70 person capacity |
| 2. Conference Room | 16 person capacity |
| 3. Board Room | 20 person capacity |

FEE

There is no fee charged for usage of meeting rooms.

WHEN ROOMS ARE AVAILABLE

Meeting rooms are available during regular business hours: 8:00 a.m. to 4:30 p.m., Monday through Friday excluding holidays.

HOW TO REQUEST THE USE OF A MEETING ROOM

Requests for use of the meeting rooms should be directed to the KDLA Meeting Room Scheduler at 502-564-8300, ext. 312 and/or by completing the Meeting Room Reservation Request Form which is available on the KDLA website. In order to process requests in a timely manner, they must be received at least 10 working days prior to the meeting. All guests with groups not affiliated with KDLA are required to sign-in and sign-out. A list of meeting attendees must be provided to the KDLA Meeting Room Scheduler prior to the event. This list will be placed at the Security Guard desk (lobby) and the Receptionist's desk (second floor) for meeting attendees to sign-in and sign-out.

CANCELLATION

A 48-hour notice must be given to the KDLA Meeting Room Scheduler for cancellation of meeting rooms.

GUEST / GROUP MEETING COORDINATOR RESPONSIBILITIES

- A meeting coordinator for each meeting must be designated and the name, address, phone number, fax number and e-mail address will be provided.
- The meeting coordinator must provide the date, beginning and end time, name of group, size, and purpose of the meeting. (See the Meeting Room Reservation Form following this policy).
- The meeting coordinator is responsible for making all arrangements for the meeting or event. KDLA staff is not available to assist with setup.
- The meeting coordinator is responsible for having available all their own office supplies and handouts.
- Seating arrangements may be changed by the meeting coordinator. However, the seating must be restored to the original configuration by the meeting coordinator at the end of the reserved time.
- Refreshments, catered luncheons, etc., are permitted in KDLA meeting rooms with advanced notice. The meeting coordinator is responsible for arranging for the refreshments and clean-up following the meeting. Coffee pots are available upon request, but meeting coordinator must provide coffee, condiments and is responsible for preparing the coffee.
- Group guests may not tape, tack or fasten anything to the walls, ceiling or floor of any of the meeting rooms.
- A presentation screen is available in the Activity Room only. All other equipment must be furnished by the meeting coordinator at the meeting. Equipment includes, but is not limited to, computers/laptops, data projector, etc.

PHONES

- Private phone calls or long distance calls may not be made on State Library telephones.
- The State Library will accept emergency incoming calls for meeting attendees at 502-564-8300.
- Cell phone calls must be kept to a minimum in public areas. When using cell phones in the hallways and other public areas, please remember to be considerate of others so as not to disrupt KDLA staff's work.

MEETING ROOM CONDITIONS OF USE

- Smoking is prohibited in the building. There are two designated smoking areas on the exterior of the building.
- Attendees should remain as quiet as possible when outside the meeting rooms and respect the fact that KDLA staff is working.
- Any group using meeting rooms is expected to take proper care of the facility. Each group is financially responsible for any damage resulting from abuse or neglect.

DIRECTIONS TO THE BUILDING

Driving directions and maps are available at <http://www.kdla.ky.gov/visitorInfo.htm>

PARKING

- *General Parking:*

Parking is available in the second level of the two tiered parking lot at the rear of the building. To reach that lot, drive past the directional signage to Visitor Parking which is pointing to the front of the building. After parking, face the building. Enter the double doors on the right side of the façade.

- *Accessible Parking without Automatic Doors:*

If a meeting participant is in need of accessible parking but not automatic doors, meeting coordinator should direct them to drive past the directional signage to Visitor Parking which is pointing to the front of the building and follow the Shipping and Receiving sign. Once past the corner of the building, there are a limited number of accessible parking spaces available immediately to the right. After exiting the vehicle, follow the sidewalk to the left to the first glass doors that come into view.

- *Accessible Parking with Automatic Doors:*

If a meeting participant is in need of accessible parking and automatic doors, meeting coordinator should direct them to follow the Visitor Parking signage to the spaces in front of the building. Enter the building through the front lobby automatic doors. Cross the lobby to the elevator and take it to the second floor where all of the meeting rooms are located.

EMERGENCY/EVACUATION

If a Fire Alarm sounds, refer to the evacuation route maps posted on the back door of the meeting room. If Severe Weather evacuation is announced, follow the route maps which are also posted on the back door of the meeting room.

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
Meeting Room Reservation Request

This form must be received at least 10 working days prior to the meeting. Please complete this form and fax to the KDLA Meeting Room Scheduler at (502) 564-5773.

Today's Date: _____

Requestor's Name & Title: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail Address: _____

RESERVATION REQUEST INFORMATION

Date of Meeting: _____

Start Time: _____ **End Time** _____

Room Set-Up Time: Please confer with KDLA Meeting Room Scheduler

Name of Group: _____

No. of Attendees: _____

Purpose of Meeting: _____

Will you be bringing electronic equipment, i.e., computer/laptops, data projector, etc? _____ **Yes** _____ **No**

Specify: _____

Will you need a coffee pot? _____ **up to 2 coffee pots available (45 cups each)**

Will you be using a caterer or bringing in food items? _____ **Yes** _____ **No**

Specify: _____

A 48-hour notice must be given to the KDLA Meeting Room Scheduler for cancellation of meeting rooms at (502) 564-8300, extension 312. I acknowledge that: (1) the guest meeting coordinator is responsible for any damages to the meeting facilities, and will report any damage to the KDLA Meeting Room Scheduler immediately; (2) the guest meeting coordinator is responsible for clean-up following the event; and (3) the guest meeting coordinator is responsible for restoring the meeting room to its original configuration.

Guest Meeting Coordinator _____ **Date** _____

KDLA Meeting Room Scheduler _____ **Date** _____ **Commissioner** _____ **Date** _____

